

## Element Performance Inspection (EPI) Data Collection Tool

### 3.1.5 Carry-On Baggage Program (OP)

#### ELEMENT SUMMARY INFORMATION

**Purpose of this Element** (certificate holder's responsibility):

- To control the carriage and stowage of carry-on baggage and cargo in the passenger compartment.

**Objective** (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Carry-On Baggage Program.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Carry-On Baggage Program.

**Specific Instructions:**

- Intentionally left blank

**Related EPIs:**

- 3.1.1 Passenger Handling (OP)
- 3.1.2 Flight Attendant Duties / Cabin Procedures (OP)
- 3.1.8 Carriage of Cargo (OP)
- 3.2.2 Flight / Load Manifest / Weight and Balance Control (OP)
- 5.1.5 Station Facilities (OP)

#### SUPPLEMENTAL INFORMATION

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 119.43(b)
  - 119.43(b)(1)
  - 119.43(b)(2)
  - 119.43(c)
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.285(a)
  - 121.285(c)(1)
  - 121.285(c)(2)
  - 121.285(c)(3)
  - 121.285(c)(4)
  - 121.285(c)(5)
  - 121.285(d)(1)
  - 121.285(d)(2)
  - 121.285(d)(3)

- SRRs:
  - 121.285(d)(4)
  - 121.285(d)(5)
  - 121.285(d)(6)
  - 121.285(d)(7)
  - 121.589(a)
  - 121.589(b)
  - 121.589(c)
  - 121.589(c)(1)
  - 121.589(c)(2)
  - 121.589(c)(3)
  - 121.589(d)
  - 121.589(f)
  - 121.589(g)(1)
  - 121.589(g)(2)
  - 121.589(g)(3)
  - 121.589(g)(4)
  - A.011 Approved Carry-On Baggage Program
  - SFAR 106.3(a)(3)(i)
  - SFAR 106.3(a)(3)(ii)

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - FAA Order 8300.10, volume 3, chapter 4
  - FAA Order 8300.10, volume 3, chapter 5
  - FAA Order 8400.10, volume 3, chapter 1
  - FAA Order 8400.10, volume 3, chapter 14
  - FAA Order 8400.10, volume 3, chapter 15
  - FAA Order 8400.10, volume 3, chapter 16
  - HBAT 98-28
  - AC 25-18 6.e.(1)
  - AC 120-27E
  - AC 121-24C
  - AC 121-29B
  - Preamble 121-84
  - 107th Congress of the United States of America, Title 1, Aviation Security, S-1447-34, Section 122

## EPI SECTION 1 - PERFORMANCE OBSERVABLES

**Objective:** (FAA oversight responsibility): The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.

### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the policies, procedures, instructions, and information for the Carry-On Baggage Program contained in the certificate holder's manual.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the Carry-On Baggage Program to gain an understanding of the procedures, instructions, and information contained in the certificate holder's manual.
5.	Discuss the Carry-On Baggage Program with the personnel (other than management) who perform the duties and responsibilities required by the program.

### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1.	<p>Was all carry-on baggage scanned for size and amount in accordance with the approved Carry-On Baggage Program in the certificate holder's operations specifications?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> <li>Check at the passenger staging area that the certificate holder does not allow the boarding of carry-on baggage on an airplane unless each passenger's baggage has been scanned to control the size and amount carried on board in accordance with the approved carry-on baggage program. <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.589(a)</li> <li>Check in the aircraft cabin that the certificate holder does not allow the boarding of carry-on baggage on an airplane unless each passenger's baggage has been scanned to control the size and amount carried on board in accordance with the approved carry-on baggage program. <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.589(a)</li> <li>Check at the passenger staging area that no passenger boards an airplane if his/her carry-on baggage exceeds the baggage allowance size prescribed in the carry-on baggage program in the certificate holder's operations specifications. <i>Sources:</i> 121.135(a)(1); 121.589(a)</li> <li>Check at the aircraft that no passenger boards an airplane if his/her carry-on baggage exceeds the baggage allowance size prescribed in the carry-on baggage program in the certificate holder's operations specifications. <i>Sources:</i> 121.135(a)(1); 121.589(a)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>5. Check at the passenger staging area how personnel specified in the carry-on baggage program are preventing passengers from bringing on board baggage that for any reason cannot be stowed properly in accordance with the certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph 4h(4)</p> <p>6. Check at the air carrier specified location including terminal and scanning point facilities that the responsible personnel are determining whether baggage should not be allowed on board the aircraft in accordance with the certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph 4h(1)</p> <p>7. Check at the air carrier specified location that duties conducted by personnel responsible for scanning carry-on baggage are in accordance with certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph 4h(3)</p> <p>8. Check at the passenger staging area that the responsible personnel prevent passengers from bringing on board baggage that will exceed FAA approved weight limits the stowage areas, cargo bins, and tie down areas in accordance with certificate holder's design. <i>Sources:</i> AC 121.29B, Paragraph 4h(4)(a)</p> <p>9. Check at the passenger staging area that the number or size of allowed carry on baggage is not exceeded in accordance with the certificate holder's design. <i>Sources:</i> AC 121-29B</p> <p>10. Check at the passenger staging area that assigned personnel enforce the Federal Aviation Administration's current restriction on carry-on baggage of 1 bag and 1 personal item. <i>Sources:</i> 107th Congress of the United States of America, Title 1 Aviation Security, S-1447-34, Section 122, Sense of the Congress</p> <p>11. Check at the air carrier specified location that the Certificate Holder's contractors enforce the Federal Aviation Administration's current restriction on carry-on baggage of 1 bag and 1 personal item. <i>Sources:</i> 107th Congress of the United States of America, Title 1 Aviation Security, S-1447-34Section, 122 SENSE OF THE CONGRESS</p> <p>12. Check at the passenger staging area that no passenger boards an airplane if his/her carry-on baggage exceeds the baggage allowance prescribed in the carry-on baggage program in its operations specifications, in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.589(a)</p> <p>13. Check at the aircraft that no passenger boards an airplane if his/her carry-on baggage exceeds the baggage allowance prescribed in the carry-on baggage program in its operations specifications in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.589(a)</p> <p>14. Check at the passenger staging area that the certificate holder's flight attendant/ground personnel coordinate and supervise the boarding of passengers and proper stowage of carry-on baggage in accordance with certificate holder's design. <i>Sources:</i> 8300.10, Volume 3, Chapter 5, Section 2, Paragraph 5F(3)</p>	
1.2.	Before closure of the boarding door, did at least one required crewmember verify that each article of carry-on baggage was stowed in accordance with the certificate holder's approved program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check at the aircraft cabin that the passenger entry doors of an airplane are not closed by personnel in preparation for taxi or pushback unless at least one required crewmember has verified that each article of baggage is stowed in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.589(b)</li> <li>2. Check at the aircraft cabin that personnel remove all carry-on baggage that cannot be stowed properly in the passenger cabin, prior to closing all passenger entry doors in preparation for taxi or pushback, and re-load it as checked luggage in the cargo compartment in accordance with certificate holder's design. <i>Sources:</i> 8400.10 Volume 3, Chapter 16</li> <li>3. Check at the aircraft cabin that a specific crewmember, such as the lead flight attendant, verifies proper stowage of carry-on baggage in accordance with certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph 4e</li> <li>4. Check at the aircraft cabin that crewmembers verify that carry on baggage and cargo do not exceed the FAA-approved weight limitations or load limits for the specific place they are stowed, including the restraints used to secure them in accordance with certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph 4e(1)</li> <li>5. Check at the aircraft cabin crewmembers verify that carry on baggage and cargo stowed by passengers are not placed in overhead bins that exceed the bin weight limits and that they should be able to close the bins without using force in accordance with certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph 4e(1)</li> </ol>	
1.3.	<p>Was all carry-on baggage and cargo in the aircraft cabin properly secured during movement on the surface, takeoff, and landing?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check at the aircraft cabin, of a non-transport type aircraft that cargo, including carry-on baggage, carried anywhere in the passenger compartment is stowed in compliance federal aviation regulations for take-off and landing. <i>Sources:</i> 121.135(a)(1); 121.285(d)(6)</li> <li>2. Check at the aircraft cabin that carry-on baggage is properly stowed in accordance with the certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph 4d</li> <li>3. Check at the aircraft cabin that carry-on baggage is being properly stowed, including that items stowed in the overhead bins fit securely, and the flight attendants can close the bins without using force in accordance with certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph d(2)</li> <li>4. Check at the aircraft cabin that personnel do not take off or land the airplane unless each article of baggage is stowed in a suitable closet, baggage or cargo stowage compartment placarded for its maximum weight, and providing proper restraint for all baggage or cargo that is stowed within, in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.589(c)(1)</li> <li>5. Check at the aircraft cabin that the appropriate crewmembers check for the stowage of carry-on baggage prior to landing in accordance with</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>certificate holder's design.  <i>Sources:</i> 8300.10, Volume 3, Chapter 5, Section 2, Paragraph 5H3(a)</p> <p>6. Check at the aircraft cabin that the airplane does not take off or land unless each article of baggage is stowed in accordance with 121.285(c).  <i>Sources:</i> 121.589(c)(2)</p> <p>7. Check at the aircraft cabin that personnel do not allow an airplane to take off or land unless each article of baggage is stowed under a passenger seat or meets stowage provisions of 121.589(c)(1)(2) in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.589(c)(3)</p>	
1.4.	<p>Was all carry-on baggage and cargo stowed and restrained in such a way that it did not restrict access to emergency equipment?  <i>Related Performance JTIs:</i></p> <p>1. Check at the aircraft cabin that carry-on baggage or cargo is not stowed in any manner, which could hinder possible use of emergency equipment in accordance with certificate holder's design.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>2. Check at the aircraft cabin that personnel do not allow an airplane to take off or land unless each article of baggage is stowed in a suitable closet or baggage compartment in a manner that does not hinder the possible use of any emergency equipment in accordance with the certificate holder's design.  <i>Sources:</i> 121.589(c)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	<p>Were all cabin compartment placard restrictions met? (e.g., weight, "soft articles only")  <i>Related Performance JTIs:</i></p> <p>1. Check on the aircraft that the certificate holder has a placard for each baggage and cargo compartment, stating any limitations on contents, including weight in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 25.1557(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	<p>Was any carry-on baggage that was removed from the cabin and placed in a cargo compartment properly counted for correct determination of aircraft weight and balance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	<p>Was all cargo carried in the passenger cabin properly restrained or packaged in accordance with the certificate holder's approved program?  <i>Related Performance JTIs:</i></p> <p>1. Check in the aircraft cabin that cargo in the cabin was restrained to the load factors, and was packaged or covered in a manner to avoid possible injury to passengers in accordance with certificate holder design.  <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.285(c)(2)</p> <p>2. Check in the aircraft cabin, of a non-transport category certificated after December 31, 1964 that cargo, including carry-on baggage is carried in an approved cargo rack, bin, or compartment installed in or on the airplane. It may also be carried if it is secured by an approved means, or if it is carried in accordance with each of the following: For cargo, it is properly secured by a safety belt or other tie-down, having enough strength to eliminate the possibility of shifting under all normally</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>anticipated flight and ground conditions, or for carry-on baggage, it is restrained so as to prevent its movement during air turbulence in accordance with the certificate holder's design.</p> <p>Sources: 121.135(a)(1); 121.135(b)(1); 121.285(d)(1)</p> <p>3. Check at the aircraft cabin, of a non-transport type aircraft, that if cargo, or carry-on baggage is stowed in the passenger cabin that it is secured by an approved means and located in a position that does not obscure any passenger's view of the "seat belt" sign, "no smoking" sign or placard, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passengers is provided in accordance with the certificate holder's design.</p> <p>Sources: 121.135(a)(1); 121.285(d)(4)</p>	
1.8.	<p>Was carry-on baggage or cargo stowed in such a way that it did not block exits or aisles?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the aircraft cabin that cargo carried aft of a bulkhead or divider in any passenger compartment, is loaded so its location does not restrict access to or use of any required emergency or regular exit, or the aisle in the passenger compartment.</p> <p>Sources: 121.135(a)(1); 121.285(c)(4)</p> <p>2. Check at the aircraft cabin, of a non-transport type, that if carry on baggage, or cargo is carried in the passenger cabin how it is not located in a position that obstructs the access to, or use of, any required emergency or regular exit, or the use of the aisle between the crew and the passenger compartment in accordance with the certificate holder's design.</p> <p>Sources: 121.135(a)(1); 121.285(d)(4)</p> <p>3. Check at the aircraft cabin that proper stowage of carry-on baggage does not obstruct passenger movement to, from, or across the aisle in accordance with the certificate holder's design.</p> <p>Sources: AC 121-29B, Paragraph d(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.	<p>Were load limitations met for seat and floor structure with regards to stowage of carry-on baggage and cargo?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the passenger staging area by interviewing personnel how they can determine whether cargo loaded on the aircraft aft of a bulkhead or divider in the passenger compartment, does not impose any load on seats or the floor structure that exceeds the load limitation for those components in accordance with the certificate holder's design.</p> <p>Sources: 121.135(a)(1); 121.135(b)(1); 121.285(c)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.	<p>Was all carry-on baggage and cargo stowed and restrained in such a way that it did not block the view of the seatbelt sign, no smoking sign or placard, or required exit signs?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the aircraft that cargo carried aft of a bulkhead or divider, in any passenger compartment, is restrained to the load factors, and is loaded so its location does not obscure any passenger's view of the "seat belt" sign, "no smoking" sign, or required exit sign, unless an auxiliary sign or other approved means for proper notification of the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>passenger is provided in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.285(c)(5)</p> <p>2. Check at the aircraft cabin, of a non-transport type aircraft, that if cargo, or carry-on baggage is stowed in the passenger cabin that it is secured by an approved means and located in a position that does not obscure any passenger's view of the "seat belt" sign, "no smoking" sign or placard, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passengers is provided in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.285(d)(4)</p>	
1.11.	<p>Did the certificate holder follow its approved Carry-On Baggage Program as listed in its operations specifications paragraph A011?  <i>Related Performance JTIs:</i></p> <p>1. Check in the FAA location that the certificate holder has an approved carry-on baggage program in its operations specifications in accordance with federal aviation regulations.  <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.589(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	<p>Were the certificate holder's policies, procedures, instructions, and information, contained in its manual for the Carry-On Baggage Program, followed?  <i>Related Performance JTIs:</i></p> <p>1. Check at the records repository that personnel have been trained in the carriage, storage, and handling of dangerous goods and magnetized materials as required by federal aviation regulations and the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.433(a); 121.433a(b); 121.433a(c)</p> <p>2. Check at the records repository that personnel have been trained in the procedures for the carriage, storage, and handling of hazardous materials that includes: Procedures for the proper shipper certification required by 49 CFR Subchapter C, proper packaging, labeling, shipping documents, compatibility of materials, and instructions on the loading storage and handling in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(b)(23)(i); 121.135(b)(23)(ii); 121.135(b)(23)(iii); 121.433(a)</p> <p>3. Check in the training center by reviewing training records that personnel are trained in the procedures for carriage, storage and handling of hazardous materials have received initial and recurrent training in the subject and maintain currency as required by federal aviation regulations and the certificate holder's design.  <i>Sources:</i> 121.135(b)(1); 121.433(a)</p> <p>4. Check at the outsource provider that personnel trained in the procedures for carriage, storage and handling of hazardous materials have received initial and recurrent training in the subject and maintain currency as required by federal aviation regulations and the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.433(a)</p> <p>5. Check at the air carrier specified location that if a certificate holder operates in a foreign country, where the loading and unloading of aircraft is performed by personnel of the foreign country who have not met the regulatory training requirements that they are supervised by a person who is qualified under the 121.433a (a) (b) in accordance with the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



	<p>federal aviation regulations and the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.433a(c)</p>	
6.	<p>Check at the aircraft cockpit that when hazardous materials are carried that the instructions and procedures for the notification of the pilot in command were followed in accordance with certificate holder's design.  <i>Sources:</i> 121.135(b)(23)(i); 121.135(b)(23)(ii); 121.135(b)(23)(iii)</p>	
7.	<p>Check at the aircraft cabin that cargo carried aft of a bulkhead or divider in any passenger compartment is properly restrained by a Safety belt or other tie-down having enough strength to eliminate the possibility of shifting under all normally anticipated flight and ground conditions in accordance with the certificate holder design.  <i>Sources:</i> 121.135(a)(1); 121.135(b)(1); 121.285(c)(1)</p>	
8.	<p>Check at the air carrier specified location that the air carrier has safety belts or other tie downs that have enough strength to eliminate shifting of cargo carried in a passenger compartment in accordance with certificate holder design.  <i>Sources:</i> 121.135(a)(1); 121.285(c)(1)</p>	
9.	<p>Check at the aircraft cabin that only the types of cargo listed in the Certificate Holder's approved carry-on baggage program are restrained in specified seat locations in the program in accordance with the Certificate Holder's design.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
10.	<p>Check at the aircraft cabin that the responsible personnel stowing carry-on baggage or cargo against a passenger class divider or bulkhead restrained from shifting by FAA approved tie-down straps or cargo nets in accordance with certificate holder's design.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
11.	<p>Check at the air carrier specified location that the air carrier has FAA approved tie-down straps or cargo nets for the stowage of carry-on baggage against passenger class dividers or bulkheads in accordance with certificate holder's design  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
12.	<p>Check at the outsource provider that the air carrier has FAA approved tie-down straps or cargo nets for the stowage of carry-on baggage against passenger class dividers or bulkheads in accordance with certificate holder's design.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
13.	<p>Check at the geographic location that the air carrier has FAA approved tie-down straps or cargo nets for the stowage of carry-on baggage against passenger class dividers or bulkheads in accordance with certificate holder's design.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
14.	<p>Check at the aircraft cabin that the air carrier personnel use FAA approved tie-down straps or cargo nets for the stowage of carry-on baggage against passenger class dividers or bulkheads in accordance with certificate holder's design.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
15.	<p>Check at the FAA location that the certificate holder has approval by the Principal Operations Inspector with coordination of AEG for stowage of carry-on baggage against a bulkhead or divider.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
16.	<p>Check at the air carrier specified location that the certificate holder has approval by the Principal Operations Inspector with coordination of AEG</p>	

	<p>for stowage of carry-on baggage against a bulkhead or divider.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>17. Check in the aircraft cabin that if galley supplies or other cargo is placed under a seat and weighs over 20 pounds, the container or restraint used is approved though an FAA STC.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>18. Check in the records repository that the STC for containers or restraints used for galley supplies or other cargo placed under a passenger seat is available.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>19. Check at the passenger staging area by interviewing air carrier personnel how they determine whether an item is securely packed to withstand normal handling in accordance with air carrier design.  <i>Sources:</i> AC 121-29B, Paragraph 4e(3)</p> <p>20. Check in the aircraft cabin by interviewing appropriate crewmember how unusual items are stowed on the aircraft in accordance with the certificate holder design.  <i>Sources:</i> HBAAT 98-28, Paragraph 4(H)</p> <p>21. Check at the aircraft cabin of a non-transport category airplane, by interviewing the appropriate crewmember how cargo or carry on baggage carried in the cabin is secured and packaged or covered to avoid possible injury to occupants in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.285(d)(2)</p> <p>22. Check at the air carrier specified location facility of an air carrier with non transport category aircraft how personnel ensure carry on baggage, or cargo can be secured by an approved means, and does not impose any load on seats or in the floor structure that exceeds the load limitation for those components in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.285(d)(3)</p> <p>23. Check at the aircraft cabin, of a non-transport type aircraft, that carry-on baggage or cargo is carried in an approved cargo rack, bin, or compartment installed in or on the airplane in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.285(d)(5)</p> <p>24. Check at the aircraft cabin, of a non-transport type aircraft, that carry-on baggage or cargo carried in the passenger compartment if it is secured by an approved means, is not carried directly above seated occupants in accordance with the certificate holder's design.  <i>Sources:</i> 121.135(a)(1); 121.285(d)(5)</p> <p>25. Check in the aircraft cabin that if a certificate holder utilizes a receptacle in the lavatory, intended for the stowage of carry-on baggage, cargo or trash it must be shown to meet the applicable requirements of the aircraft certification basis. That would include the structural requirements pertaining to the restraint of the receptacles contents for flight and ground loading conditions, emergency landing load conditions, and the requirements pertaining to fire containment. The certification requirements are contained in Part 25 of the FAR.  <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>26. Check at the aircraft cabin, if carry-on baggage or cargo is stowed in the lavatory, by interviewing the appropriate crewmember, how they determine whether that receptacle meets applicable type certification requirements in accordance with the certificate holder's design.</p>	
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	<p><i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>27. Check at the aircraft that for cargo-only operations, cargo in passenger compartments is loaded so that at least one emergency or regular exit is available to provide all occupants of the airplane a means of unobstructed exit from the airplane if an emergency occurs in accordance with the certificate holder's design.</p> <p><i>Sources:</i> 121.135(a)(1); 121.285(d)(7)</p> <p>28. Check at the aircraft that the certificate holder has loaded cargo on those type aircraft, to allow a crewmember to effectively reach all parts of the cargo compartment with the contents of a hand-held fire extinguisher in accordance with the certificate holder's design.</p> <p><i>Sources:</i> 121.135(a)(1); 121.287</p> <p>29. Check on the aircraft that a crewmember could effectively reach any part of the cargo compartment, of applicable aircraft without having to move or crawl over cargo in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 25-18, Paragraph 6e(1)</p> <p>30. Check at the passenger staging area that the certificate holder informs the public about the types of articles that should not be carried onboard the aircraft in accordance with the certificate holder's design</p> <p><i>Sources:</i> HBAT 98-28, Paragraph E</p> <p>31. Check at the air carrier specified location that the certificate holder informs the public about the types of articles that should not be carried onboard the aircraft, in accordance with the certificate holder's design.</p> <p><i>Sources:</i> HBAT 98-28, Paragraph E</p> <p>32. Check at the air carrier specified location that the certificate holder provides information to the public about their carry-on baggage program in accordance with the certificate holder's design.</p> <p><i>Sources:</i> HBAT 98-28, Paragraph E</p> <p>33. Check at the aircraft by interview of the appropriate air carrier personnel, that they are aware of the carry-on baggage program and specifically that the carriage of cargo includes carry-on baggage in accordance with the certificate holder's design.</p> <p><i>Sources:</i> Preamble 121-84</p> <p>34. Check in the aircraft cabin that the responsible crewmember can describe what is included in the term carry-on baggage. They should be aware that approved child restraint devices that are properly used during flight are not included as carry-on baggage, in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 121-29-B, Paragraph 4a</p> <p>35. Check in the passenger staging area that the responsible air carrier personnel can describe what is included in the term carry-on baggage. They should be aware that approved child restraint devices that are properly used during flight are not included as carry-on baggage, in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 121-19-B, Paragraph 4a</p> <p>36. Check at the geographic location by observation, that the certificate holder's carry-on baggage program is followed during operations at facilities not normally used, in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4h(2)</p> <p>37. Check at the Passenger staging area that the responsible personnel are aware of the total space, of the available stowage areas available on the aircraft being boarded, in accordance with the certificate holder's design.</p>	
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	<p><i>Sources:</i> AC 121-29B, Paragraph 4h(4)(c)</p> <p>38. Check in the aircraft that information about the carry-on program is in the appropriate parts of a crewmember's manual in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4j</p> <p>39. Check at the records repository that the certificate holder provides training to appropriate ground personnel and to all crewmembers regarding its approved carry-on baggage program. The training should include at least limitations, baggage scanning, processing of carry-on baggage you cannot accommodate in the passenger cabin, proper stowing of carry-on baggage, cargo and unusual items in the cabin, crew coordination, applicable passenger information, types and limits of stowage provisions, verification that carry-on is stowed so it does not hinder emergency equipment and how to handle carry-on during an emergency.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4k</p> <p>40. Check at the FAA location that the air carrier provides training in its approved training program for crewmembers and ground personnel in carry-on baggage and cargo handling. The training should include at least limitations, baggage scanning, processing of carry-on baggage you cannot accommodate in the passenger cabin, proper stowing of carry-on baggage, cargo and unusual items in the cabin, crew coordination, applicable passenger information, types and limits of stowage provisions, verification that carry-on is stowed so it does not hinder emergency equipment and how to handle carry-on during an emergency in accordance with air carrier design.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4k</p> <p>41. Check at the air carrier specified location that the passengers are informed about the specific carry-on requirements of the flight. They are provided information about procedures for accommodation special baggage prior to the flight and about the types of material they should not carry in their luggage such as hazardous materials in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4i</p> <p>42. Check at the passenger staging area the responsible personnel have knowledge of how to accommodate ASI's luggage. They should have knowledge that if there is a concern that the baggage will exceed the operator limitations, it should be checked and that an ASI's identification (FAA form 110-A and 8430-13) is adequate documentation for the operator to check the baggage in accordance with the certificate holder's design.</p> <p><i>Sources:</i> 8300.10, Volume 3, Chapter 4, Section 1, Paragraph 15</p> <p>43. Check at the aircraft cabin that the responsible crewmember has knowledge of how to accommodate an ASI's luggage. They should have knowledge that if there is a concern that the baggage will exceed the operator limitations, it should be checked and that an ASI's identification (FAA form 110-A and 8430-13) is adequate documentation for the operator to check the baggage in accordance with the certificate holder's design.</p> <p><i>Sources:</i> 8300.10, Volume 3, Chapter 5, Section 2, Paragraph 5</p> <p>44. Check at the FAA location that the certificate holder's carry-on baggage program does not compromise the FAA approved weight and balance program in accordance with certificate holder's design.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4c</p>	
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	<p>45. Check at the aircraft cabin that proper stowage of carry-on baggage includes that there is little chance of baggage and other articles falling out of overhead bins when the bin doors are opened in accordance with the certificate holder's design. <i>Sources:</i> AC 121-29B, Paragraph d(3)</p> <p>46. Check at the aircraft cabin that the certificate holder has included on its SAFETY briefing card that carry-on baggage should not be taken during an emergency evacuation. <i>Sources:</i> 8400.10, Volume 3, Chapter 14, Section 4, Paragraph 1984</p> <p>47. Check at the aircraft cabin by interview of an responsible crewmember that evacuation procedures include a method of flight attendants commanding passengers to "leave everything" during an evacuation in accordance with the certificate holder's procedures. <i>Sources:</i> 8400.10, Volume 3, Chapter 14, Section 4, Paragraph 1984</p> <p>48. Check at the aircraft cabin by interview of an responsible crewmember that they are aware of the procedures during an emergency evacuation, and when a passenger disregards a flight attendants command to leave every thing on an aircraft and approaches an exit while carrying a piece of carry-on baggage, the flight attendant should be prepared to take a specific action in accordance with the certificate holder's design. <i>Sources:</i> 8400.10, Volume 3, Chapter 14, Section 4, Paragraph 1984</p> <p>49. Check at the aircraft cabin by interview of an responsible crewmember, that they are aware of how to address the handling of carry-on baggage during an evacuation by: Taking the bag and throwing it in area to mitigate the specific effect it may have on the evacuation Throw it out of the aircraft forward or aft of the evacuation slide Throw it back into the cabin on empty seats In accordance with the certificate holder's design. <i>Sources:</i> 8400.10, Volume 3, Chapter 14, Section 4, Paragraph 1984</p> <p>50. Check at the aircraft cabin by interview of an responsible crewmember, that they are aware of how to take into consideration the flight attendants location in the aircraft (floor level or over-wing exit) as well as the hazards of piling up carry-on baggage in front of another exit or flight deck door, or throwing down the slide on top of passengers. Another consideration is the fact that a battle with a passenger over a piece of carry on baggage may be more detrimental to the rapid egress of the aircraft than allowing passengers to take it with them in accordance with the certificate holder's design. <i>Sources:</i> 8400.10, Volume 3, Chapter 14, Section 4, Paragraph 1984</p> <p>51. Check at the aircraft cabin by interview of an responsible crewmember, that they are aware of how if they utilize a company employee in the cabin of a aircraft for the purpose of conducting certain passenger service activities such as serving beverages, conducting customer relations, or selling tickets, they are not to perform any safety duties such as scanning, for proper stowage of carry-on baggage in accordance with the certificate holder's design. <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>52. Check at the aircraft cabin that each overhead bin is closed and latched before all passenger doors are closed in preparation for taxi or pushback and before take-off and landing in accordance with the certificate holder's design. <i>Sources:</i> 8400.10 Volume 3, Chapter 16</p> <p>53. Check at the aircraft cabin that personnel close, latch or install each restraint device for each cargo compartment located in the aircraft cabin</p>	
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	<p>before all passenger doors are closed and before take-off and landing in accordance with certificate holder's design.</p> <p><i>Sources:</i> 8400.10 Volume 3, Chapter 16</p>	
54.	<p>Check at the aircraft cabin that the flight attendant manual contains the appropriate portions of carry-on baggage program to include policies, procedures, instructions and/or information related to the management of boarding carry-on baggage, each piece of baggage is properly stowed before the loading door is closed (this includes closing the overhead bin and cargo compartment doors), approved stowage areas for carry on baggage, Crew Baggage stowage, stowage of canes, prohibition against stowage of trash or carry-on in receptacles such as the lavatory or the cockpit and prohibition against co-mingling articles with safety equipment and is in accordance with the certificate holder's design.</p> <p><i>Sources:</i> 8400.10, Volume 3, Section 6, Chapter 2227, Paragraph A(1), Figure 3.15.16.1</p>	
55.	<p>Check at the aircraft cabin that food and beverage items brought on board by passengers are properly stowed in accordance with the certificate holder's design.</p> <p><i>Sources:</i> HBAT 94-28</p>	
56.	<p>Check at the aircraft cabin by interviewing the appropriate crewmembers how they verify specific items passengers can carry inside the cabin and stow outside the specified carry on baggage compartments., where they are stowed, how they should restrain them and the approved weight limitation for each restraint or tie down area to ensure articles do not shift under specified load conditions in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4e(2)</p>	
57.	<p>Check at the aircraft cabin that baggage, other than articles of loose clothing, may not be placed in an overhead rack unless that rack is equipped with approved restraining devices or doors in accordance with Federal Aviation Regulations.</p> <p><i>Sources:</i> 121.135(a)(1); 121.589(d)</p>	
58.	<p>Check at the aircraft cabin that each passenger seat under which baggage is allowed to be stowed is fitted with a means to prevent articles of baggage stowed under it from sliding forward. In addition, each aisle seat is fitted with a means to prevent articles of baggage stowed under it from sliding sideward into the aisle under crash impacts severe enough to induce the ultimate inertia forces specified in the emergency landing condition regulations under which the airplane was type certificated in accordance with the certificate holder's design.</p> <p><i>Sources:</i> 121.135(a)(1); 121.589(f)</p>	
59.	<p>Check at the aircraft cabin that the stowage of flexible travel canes carried by blind individuals are stowed under any series of connected passenger seats in the same row (if the cane does not protrude into an aisle and if the cane is flat on the floor), it's between a non-emergency exit window seat and the fuselage, if the cane is flat on the floor, or it's beneath any two non-emergency exit window seats, if the cane is flat on the floor or in accordance with any other method approved by the Administrator.</p> <p><i>Sources:</i> 121.589(g)(1); 121.589(g)(2); 121.589(g)(3); 121.589(g)(4)</p>	
60.	<p>Check at the aircraft cabin that canes or other assist devices are stowed in accordance with the certificate holder's design.</p> <p><i>Sources:</i> AC 121-29B, Paragraph 4g</p>	

3.	Were the Carry-On Baggage Program controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Carry-On Baggage Program comply with the instructions provided in the certificate holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Carry-On Baggage Program effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI SECTION 1 - PERFORMANCE OBSERVABLES</b> <b>Drop-Down Menu</b>	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.



## EPI SECTION 2 - MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

**Objective:** The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the Carry-On Baggage Program.
2.	Identify the person who has overall authority for the Carry-On Baggage Program.
3.	Review the duties and responsibilities for the person(s) who manage the Carry-On Baggage Program documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.
5.	Discuss the Carry-On Baggage Program with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the Carry-On Baggage Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Carry-On Baggage Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Carry-On Baggage Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Carry-On Baggage Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Carry-On Baggage Program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Carry-On Baggage Program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process	<input type="checkbox"/> Yes

	measurements, and interfaces associated with the Carry-On Baggage Program?	<input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Carry-On Baggage Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Carry-On Baggage Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10	Does the individual with authority know who has the responsibility for the Carry-On Baggage Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

<b>EPI SECTION 2 - MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES</b>	
<b>Drop-Down Menu</b>	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.